

**DEPARTMENT OF LABOR  
JOB OPPORTUNITY  
CHIEF OF FISCAL/ADMINISTRATIVE SERVICES 1 (MP-71)  
BUSINESS MANAGEMENT**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Current State Employees  
**Location:** 200 Folly Brook Boulevard, Wethersfield  
**Job Posting No:** 741  
**Hours:** Full-time  
**Annual Salary:** \$109,846- \$149,770  
**Closing Date:** October 3, 2016

**Eligibility Requirement:** Candidates must have applied for and passed the Chief of Fiscal/Administrative Services 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees who achieved permanent status in this class may apply.

**Duties:** Administers the staff and operations of the fiscal management functions including budget preparation and management, accounting, and financial reporting and analysis; develops, implements and evaluates policies, goals and objectives; designs and develops programs and activities; implements new procedures and procedural revisions; acts as liaison both internally within the State and externally; determines appropriate staffing levels and directs the management and coordination of staff; designs and implements performance review standards for division staff; maintains contacts with individuals within and outside of the division who might impact on policy or program activities; directs financial planning activities including long and short-term forecasting; assists EDP experts in the planning and implementation of financial aspects of EDP systems; utilizes EDP systems for financial analyses; prepares programmatic fiscal/administrative analysis and impact statements on proposed regulations and legislation; may direct a program of internal and/or external audit. In addition to directing fiscal/administrative functions, may direct support services such as maintenance, duplicating services, switchboard, mailroom, food services, security, and housekeeping; in a facility or institution, in addition to the above, may ensure conformance with related standards of regulatory agencies; performs related duties as required.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, State of Connecticut Application for Examination or Employment (CT-HR-12), State of Connecticut Addendum to the Application Form for Examination or Employment – Criminal Convictions (CT-HR-13), the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees, a copy of your last performance rating, and attendance record from August 2014 to the present. Current Department of Labor employees are not required to submit the CT-HR-13, the Pre-Authorization and Release form, and attendance record. The CT-HR-12 and CT-HR-13 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Applications will not be considered if incomplete, missing materials, or not received or postmarked by the above closing. Submit via mail or fax to:

**DEPARTMENT OF LABOR – HUMAN RESOURCES  
200 Folly Brook Boulevard  
Wethersfield, CT 06109  
FAX NUMBER (860) 263-6699**

Please note: If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials. Not all individuals who apply will be granted an interview.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

CONNECTICUT DEPARTMENT OF LABOR

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone Number: (    ) \_\_\_\_\_

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

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Date Signed

Signature of Applicant

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As a candidate being considered for employment at the Department of Labor, I have reviewed a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

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Date Signed

Signature

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained/reviewed at the following link:

[http://www.ct.gov/ethics/lib/ethics/guides/2016/public\\_officials\\_and\\_state\\_employees\\_guide\\_rev\\_2016.pdf](http://www.ct.gov/ethics/lib/ethics/guides/2016/public_officials_and_state_employees_guide_rev_2016.pdf)